



NAVY DEPARTMENT
Bureau of Medicine and Surgery
Washington, DC 20372-5120

BUMEDINST 5510.7
BUMED-09B12
17 Dec 90

BUMED Instruction 5510.7

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: SECURITY WITHIN THE BUREAU OF MEDICINE AND SURGERY

Ref: (a) BUMEDINST 5511.1F
(b) OPNAVINST 5510.1H
(c) BUMEDINST 5510.6B
(d) SECNAVINST 5214.2B

1. Purpose. To establish a guide for physical security and security of classified material.

2. Cancellation. NAVMEDCOMINST 5510.1; NAVMEDCOM 5510-1, 5510-2, and 5510-3; and NAVMEDCOM 5510/1, 5510/2, and 5511/2.

3. Definitions

a. Security of classified material is a protective system which prevents unauthorized persons from obtaining classified information. It requires establishing and maintaining the maximum possible protection for such information.

b. Physical security is part of an overall security program designed to apply physical measures such as fencing, alarm systems, approved containers for storage of classified material, protection of activities, materials, equipment, personnel, and documents from personal injury, theft, espionage, sabotage, or other covert and overt acts which would in some degree lessen the ability of the activity to perform its mission.

c. Security hours for the Bureau of Medicine and Surgery (BUMED) are from 1800 to 0600 hours,

Monday through Friday, and the 24-hour period on Saturday, Sunday, and holidays.

d. Vault rooms are those which require additional security due to the nature or volume of classified matter stored.

e. Red-seal containers are those approved by the security manager (MED-09B12) for storing classified material. They are identified with a red seal affixed to the outside of the container.

4. Responsibilities

a. Every person in BUMED must understand the security regulations.

b. The security manager must:

(1) Establish the security requirements for classified material following references (a) and (b) and keep the BUMED duty officer informed of the locations and security requirements for vault rooms and red-seal containers.

(2) Plan, supervise, inspect, coordinate, and make recommendations to Chief, BUMED on internal security and physical protection of BUMED personnel and property.

BUMEDINST 5510.7
17 Dec 90

(3) Work closely with the division security officers regarding the security of classified material.

(4) Maintain liaison with the Naval Investigation Service Command and the Federal Protective Service.

(5) Maintain a copy of combinations to classified containers. Keys to the exterior access doors to BUMED buildings in Potomac Annex are held by the facilities manager (MED-09B23).

(6) Review all requests for visits to BUMED in which classified matter will be divulged per the provisions of reference (c).

c. The BUMED duty officer (during security hours at BUMED) must serve as MED-09B12's representative and will be guided as follows:

(1) Beginning at 1800 on weekdays and 0800 on weekends and holidays, the BUMED duty officer will ensure all exterior doors are locked and all windows checked for security. The duty officer will ensure all codes having classified containers and those spaces approved to be locked during security hours have been reported secure by the authorized responsible person. The duty officer will ensure that the Security Checklist (BUMED 5510/3) has been properly completed. Whenever an incomplete list is found, the duty officer will check the container, make a notation on the security checklist, and make an entry in the duty officer's log.

(2) Ensure that the entrances to Potomac Annex are opened, closed, and manned as follows:

(a) The "E" Street entrance will be manned by a contract civilian guard on a 24-hour-a-day basis including Saturday, Sunday, and holidays.

(b) The "C" Street entrance will be opened during the hours of 0600 and 1830 on normal working days. It must be closed and secured after 1830 on normal working days and secured on Saturday, Sunday, and holidays.

(3) Contract civilian guards are employed to provide perimeter security, to protect personnel from criminal acts, to protect Government property from theft and vandalism, and to control access to the Potomac Annex by vehicular and pedestrian traffic. If any of the contract civilian guard personnel fail to report for duty, the duty officer must contact the contractor for a relief.

(4) During security hours at Potomac Annex, all visitors and BUMED personnel (civilian and military) entering, remaining, or returning to work will log in and out in the visitor's log located at the information desk. Only authorized personnel will be permitted access to BUMED spaces during security hours.

(5) If unauthorized personnel are found in BUMED spaces, they will be asked to identify themselves and present identification. If the identification is not satisfactory, BUMED duty personnel are to notify the civilian contract guard as quickly and discreetly as possible. Every effort should be made to avoid action which might result in bodily injury or loss of life to either party. The circumstances should be covered in detail in the duty log. If classified materials are involved, the security manager should be informed as soon as possible.

d. Assistant chiefs and special assistants will ensure all security regulations are enforced in their jurisdictions and will appoint security officers for their sections who will have the same responsibility as division security officers.

e. Division directors are responsible for the security of their divisions. They must have knowledge of, comply with, and enforce all security regulations. Each division director will appoint an officer as division security officer on a Division Security Assignment (BUMED 5510/5) which will be forwarded to MED-09B12. At least one, but not more than two alternate security officers must be appointed to assist and act in the absence of the division security officer. Enlisted personnel or civilian employees may be appointed division security officers and alternates if officers are not available. Additional personnel authorized to secure the division at the close of the working day must also be limited to two. An updated BUMED 5510/5 must be submitted to MED-09B12 annually on 15 January and whenever personnel changes occur.

f. Division security officers will be responsible to their division directors for:

(1) Enforcing existing orders and regulations relating to security, fire, and other emergencies, and maintaining measures necessary within the division to ensure its internal security.

(2) Ensuring that each person working in the division understands and observes pertinent regulations and giving specific instructions to individuals

who are issued security clearances, and so certifying on the Personnel Security Action Request (BUMED 5510/4). Persons being assigned to duties requiring access to classified material before being granted access, will be indoctrinated and trained, to ensure security requirements peculiar to the type of work being done are met. Instructions will include a review of appendix D of reference (b).

(3) Maintaining a file of all personnel granted security clearances within the division.

(4) Having custody of all keys to division spaces.

(5) Requiring all classified material be processed and controlled per references (a) and (b).

(6) Providing for daily inspections and ensuring at the end of the each workday all classified material storage containers and locked files are secured, that no classified material is adrift, that all windows are closed, that all electrical appliances and air conditioners are turned off, and that any apparent fire hazards are removed, or reported to the duty officer before securing the space. If the space cannot be secured because division personnel remain at work, or will return to work spaces during security hours, the division security officer will inform the duty officer and will advise personnel remaining to report the securing of the space to the duty officer prior to departure. Whenever the above personnel are not authorized to report the division secure, the duty officer will be advised and requested to have the security check performed by duty personnel. Personnel entering or remaining in BUMED buildings during security hours will be instructed to report their arrival and departure to the duty officer and sign the visitor's log at the Information Desk (Building One).

(7) Using the Security Checklist (BUMED 5510/3) to maintain a record of the double-check system.

(8) Ensuring all classified material charged to or in the possession of an individual being transferred from the division is accounted for and has been returned to division custody.

(9) Ensuring all personnel (military and civilian) departing the division on a permanent transfer report to MED-09B12 prior to transfer.

5. Personnel Security Clearances for access to classified information at BUMED will be issued by MED-09B12 per reference (b).

a. Request for Security Clearance. Assistant chiefs, special assistants, and division directors will request clearances from MED-09B12 for military and civilian personnel under their jurisdiction who are required to have access to classified material and for all personnel having watchstanding duties. The request will be submitted on a Personnel Security Action Request (BUMED 5510/4). Personnel being considered for access to classified information must be considered to be loyal, honest, trustworthy, of good character, and of such habits and associations as to indicate discretion in the handling of classified material. Personnel who demonstrate instability or a general disregard of regulations will not be nominated for access to classified material.

b. Briefing. When clearance and access is granted, personnel must read and sign a basic

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security briefing sheet. The briefing sheet will be placed in their security file and kept until the individual departs the command.

6. Classified file containers (red-seal containers) must be specifically designated as such by the security manager. The location of classified file containers will not be changed until the security manager has been notified. The following additional requirements pertain to these containers:

a. Combinations must be held by a minimum number of personnel. Combinations to containers used for storage of Communication Security Material System (CMS) material must be changed at least once every year and whenever personnel or access changes occur. The combinations on other safes must be changed:

(1) When container is received.

(2) When any person having knowledge of the combination leaves the organizational unit.

(3) When there is reason to believe it has been compromised.

(4) Upon change of custodian.

(5) At least once every year.

b. Combination Change Envelopes (GSA 63) will be used to seal all combinations and delivered to MED-09B12 for safeguarding. These envelopes must be properly identified by organizational code, container number, building and room number, and contain signatures of individuals authorized access to the combination. The envelope must be sealed with the custodian's initials in ink over the edge of the paper. They must be handled as Top Secret, Secret, or Confidential depending on the contents of the container. Any paper showing the combination must be of the same classification as the material in the container.

(1) Upon request, MED-09B12 will turn over the sealed envelope to the authorized individual whose name appears on the envelope.

(2) The combination change envelopes must be available to the duty officer for access to classified material in the event emergency destruction is required.

c. Designation of Custodian. A custodian and an alternate must be designated in writing for each container used for storage of classified information. Custodians must possess a valid security clearance for the highest category of information stored.

d. Locking Container. Containers must be locked by rotating the dial at least four complete turns.

e. A double-check system will be used at the close of each working day. This system consists of two individuals checking each safe to ensure that all drawers are securely locked. Both will then indicate the time and initial the Security Checklist (BUMED 5510/3), which will be placed on top of the container or on the adjacent wall. Completed forms will be forwarded to MED-09B12.

f. Evidence of Attempted Entry. All safes must be inspected periodically for evidence of attempted entry. If such evidence (new scratches, etc.) is observed, an immediate report must be made to MED-09B12.

g. Storage of valuables such as money, jewels, precious metals, and narcotics in containers used for storage of classified material is prohibited.

h. Disposing of Security File Containers. Each security file container to be turned in for reissue or transfer to surplus must be thoroughly inspected to ensure that no classified material has been left in the container. The division security officer must:

(1) Check each drawer to make certain that all classified material has been removed.

(2) Remove and inspect each drawer for classified material that may have stuck to the sides, back, or bottom. Inspect the inside walls of the cabinet for loose material.

(3) Affix a card to the front of the top drawer noting that this container is void of classified material.

(4) Have the combination 50-25-50 set before transfer.

i. Classified Containers Found Unlocked and Unattended. When classified containers are discovered unlocked and unattended, the individual discovering compromise or subjection to compromise must:

(1) Regain custody of the material when circumstances require this course of action.

(2) Notify the division director, the cognizant custodian, or alternate custodian, and the security manager or duty officer, as appropriate, and guard the container until the custodian or alternate custodian arrives.

(3) Contact the custodian or alternate custodian to conduct a complete inventory of the classified material located in the unsecured container in the presence of the security manager or duty officer.

(4) Violations discovered after normal working hours which the duty officer determines to have resulted in a compromise or subjection to compromise must be referred immediately to the security manager or the Director, Headquarters Administration. The duty officer will forward a Duty Officer Action Report to the security manager and enter an appropriate entry in the duty officer's log.

(5) The custodian or alternate custodian responsible for the container being left unlocked or unattended must forward a letter report to the Chief, Bureau of Medicine and Surgery via the division director, department head, and security manager within 1 working day of the container being discovered unlocked or unattended. The report must contain the following information:

(a) Grade or rate and names of custodian and alternate custodian.

(b) Grade or rate and name of person countersigning the security checklist.

(c) Level of classification of materials stored within the container.

(d) Date and time the container was left unsecured.

(e) Circumstances surrounding the violation.

(f) Action taken to ensure another violation does not occur.

(g) Whether or not a compromise exists or is suspected.

(6) The security manager will recommend appropriate corrective action to the Chief, Bureau of Medicine and Surgery.

7. Personal articles as well as public property will be protected to the fullest extent possible. All personnel are advised that personal property left in BUMED spaces is at the risk of the owner. Investigation of thefts or other irregularities will be arranged by the security manager.

8. Property Control. Authorizations for removal of Government property, including office machines, not covered by a bill of lading or invoice and per-

sonal property not readily identified as such will be accomplished by the means of a property pass. A General Services Administration (GSA) Property Pass (OF-7) signed by the security manager, Director, Headquarter Administration, fiscal officer, or division director must be executed before removal of Government property from BUMED grounds.

9. Control of Photography. Use of photographic equipment is prohibited within the confines of Potomac Annex without prior approval by the security manager.

10. Forms

a. The following forms are available from BUMED Supply Room, Building Five, room 5000:

(1) BUMED 5510/3 (4-90), Security Checklist.

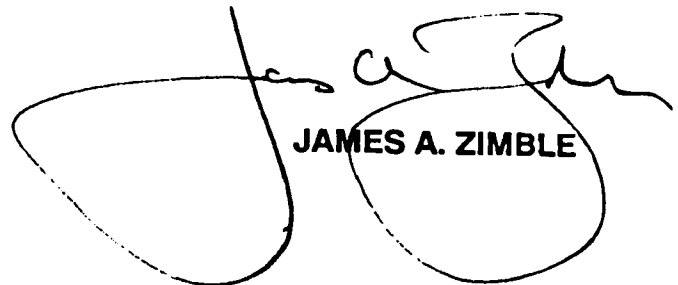
(2) BUMED 5510/4 (4-90), Personnel Security Action Request.

(3) BUMED 5510/5 (4-90), Division Security Assignment.

b. OF-7, General Services Administration Property Pass is available from the Information Desk.

c. GSA-63 (Rev 4-80), Combination Change Envelope, is available from the Security Office, MED-09B12.

11. Reports Exemption. The requirements contained in this instruction are exempt from reports control by reference (d) and require no report symbols.



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